



ETV-ASSOCIATE PRODUCER/DIRECTOR

Characteristics of Work

This is specialized work which requires familiarity in directing, producing, writing, lighting, small format video, and graphic arts. The incumbent must make mature judgments and exhibit leadership potential for the assimilation of all details of the total production package, and must operate as a creative force within a team of production personnel. General supervision is received from an administrative superior.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Operates within the guidelines ascribed by the agency and the Director of Production with regard to program/series budgets.

Assists the Producer/Director in the supervision of production project personnel.

Assists the Producer in the development and maintenance of project budgets and in the accounting of cost elements.

Assists the Producer in coordinating, evaluating, and supervising the development of program material.

Assists the Producer in developing formats and monitoring production time.

Initiates ideas for program/series development based on the ascertainment of educational, community, and cultural needs.

Writes and edits scripts.

Assists the Producer in presenting detailed program data sheets (IPD's), program timings, budgets, music log sheets, and actual shooting scripts to the Director of Production upon project completion.

Assists the Director in supervising production engineering, production studio crews, lighting, and other support elements during actual production in the studio or on location.

Assists the Director in the finalization of the technical and aesthetic qualities of the program or series.

Confers with Director and designated branch manager (e.g., design, graphic, film, still lab) to predetermine visual and aural support for a project.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Bachelor's Degree from an accredited four-year college or university in Radio/Television/Film or a related field;

OR

Graduation from a standard four-year high school or equivalent (GED), and four (4) years of experience in work related to the above-described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related experience and related education may be substituted on an equal basis.